FS AD Travel Worksheet - NRCG 2015

You MUST attach a copy of your OF-288 for each assignment

Mileage Rate for POV = 0.575/mile

NAME:		Phone:	
e-mail:			

Incident Name / Incident #	Your Resource #	Job Code & (Overide)	...DATES...

☐ **GOV** ☐ **POV**

☐ **Commercial Airline:**

☐ **Rental Car on EERA / I-BPA** (Assigned an E# - for each incident and paid by the Incident on an OF-286!)

☐ **Rental Car Company:**

Vehicles rented with **Personal CC ~ RECEIPT REQUIRED**

FIRST & LAST DAYS MUST BE ON SEPARATE LINES
MILEAGE must also be on a Separate Line from PER DIEM
DAYS BETWEEN 1ST & LAST CAN BE: Sum/Mileage & Sum/Per Diem if the same each day.

Date	ETD	City/ST	ETA	City/ST	Miles per day	0.575 Calculate Mileage	M&IE for Incident Area (Enter Rate)	B	L	D	Calculate M&IE	Lodging Room (Attach Receipt)	Lodging Tax
											0.00		
Enter 1st Day's Mileage on Separate Lines~							Enter 1st Day's Per Diem on Separate Lines ~						
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Enter Last Day's Mileage on Separate Lines~							Enter Last Day's Per Diem on Separate Lines ~						
											0.00		
SUMS ⟶							**SUMS** ⟶				0.00		

Date:	Misc. Expense(s) (Gas, supplies, etc.) ~ RECEIPT(S) REQUIRED	AMOUNT	2014 CONUS: $83 Lodging & $46 Meals&Incidental Expenses (M&IE) = $129/day	
			1st day* $34.50	* *1st & LAST day is 3/4 of daily M&IE for your location.*
			Lst day* $34.50	**Remarks:**
			Breakfast $7	
			Lunch $11	
			Dinner $23	
Posted to I-Suite:	**OF-288 TRAVEL** ☐ or **GOVTRIP** ☐		Incidentals $5	**POV Odometer** **Start:** _____ **End:** _____